

Tax Consultation Service

*Need help with
your state taxes?*



We can help.

Are you sure you're reporting your taxes correctly?

If not, there's a new program available that will put your mind at ease. To make reporting easier, the Washington State Department of Revenue is offering taxpayers a free Tax-Consultation Service this summer.

What is the Tax Consultation Visit Program?

It is a new program designed for taxpayers to learn how state taxes apply to their specific business activities.

How does it work?

During a visit, a state tax consultant will spend about two hours reviewing your type of business and its operations. The consultant will advise you on how to properly report your taxes, answer any questions you may have, give you advice on how to set up your records, and calculate your taxes. **You will not be audited or penalized if errors are found.**

Once your session is complete, the tax consultant will fill out a summary sheet listing the topics discussed, which you can refer to later. Upon request, the state tax consultant can provide you with a set of written instructions to help you the next time you fill out a tax return.



What are the benefits of a consultation visit?

If you are a business owner struggling to understand how to report your taxes properly, this program will help. Specifically, you'll gain more confidence knowing that you are not overpaying or underpaying your taxes.

When businesses properly report their taxes, it gives the Department of Revenue staff more time to help taxpayers with pressing issues. Eliminating mistakes also saves time and money - for both you the taxpayer and the Department.

What should I bring to a session?

In order to receive accurate reporting information and instructions, you will need to provide records of your business (optional) and its operations as well as a list of the types of sales and services your business offers. Remember we're trying to tailor this coaching session to your specific business.



Washington State
Department of Revenue

Washington State Department of Revenue

Where does a consultation visit take place?

A consultation session will occur at your place of business. This gives the tax consultant an opportunity to understand your issues by seeing how your business operates.

How do I sign up?

You can request a consultant by filling out a pre-consultation-visit questionnaire and mailing it or dropping it off to the nearest Revenue field office. The tax consultant will contact you to set up an appointment.

If you are interested in a consultation visit, please call our Telephone Information Center at 1-800-647-7706 to request that a questionnaire be sent to you.

After the form is completed and returned to the nearest

Department field office, a tax consultant will contact you to schedule a visit.



To inquire about the availability of this document in an alternate format for the visually impaired or in a language other than English, please call (360)753-3217. Teletype (TTY) users may call (800)451-7985. You may also access tax information on our Internet home page at <http://dor.wa.gov>.



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BR0017 8/99

Thoughts about the service

“We had to learn from ground zero what was taxed and what wasn’t. He (the tax consultant) answered our questions and walked around our plant to actually learn what we did. I think everyone should take advantage of this.”

**Barbara Magula, Buyer
International Hearth Melting
Richland, Wash.**



“This outstanding and innovative service both informs and educates small business owners on their tax responsibilities without them facing tax assessments, past due interest and penalties. It clearly provides a valuable model for other state agencies in how to assist small business owners.”

**Gary Smith, Executive Director
Independent Business Association
Bellevue, Wash.**



“As the state’s largest small-business organization, we frequently hear from members who are having trouble understanding their tax obligations. DOR’s tax consultation service is an excellent and successful way for these small business owners to find out whether they are doing the right thing without fear of penalty.”

**Carolyn Logue, Washington State Director
National Federation of Independent Business
Olympia, Wash.**

Washington State Department of Revenue
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